

**Avoca Branch Library
Board of Trustees Meeting**
November 15, 2018
1550 Volunteer Parkway
Bristol, TN 37620

Gloria Oster, President, called the meeting to order at 4:01 p.m. A quorum was present. Board members, library staff, and guests were welcomed to the meeting.

Actions Taken:

- Approval of Minutes for October 18, 2018.
- Approval of RFP bid from BurWil.
- Approval of the Fees for Services Policy.
- Approval of Volunteers Policy.
- Approval of Holiday and Board Meeting Calendars.
- Cancellation of December Board Meeting.

Actions Outstanding:

- Approval of Filming and Photography Policy.

Next regular board meeting: January 17, 2019, at 4:00 p.m. at the Bristol Public Library.

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| | Board of Trustees | | Tre Webb | x | Christy Lunsford, Avoca Branch |
| x | Thomas Bowers, Treasurer | x | Carl Williams | | Holston River Regional Staff |
| x | Paul Conco, Vice-President | | Jack Young | | Nancy Roark, Regional Director |
| x | Steven Gobble | | Library Staff | | Whitney Nelson, Assistant Dir. |
| x | Jonathan Harden | x | Amy Kimani, Exec. Director | | Sarah Egan, Admin. Assistant |
| | Neal Osborne | x | Brenda Dunn, Admin. Assistant | | Guests |
| x | Gloria Oster, President | | Jeanne Powers, Ref. Librarian | x | Frank Goodpasture, Foundation |
| | Allyson Rutherford | x | Brenda G'Fellers, Assistant Dir. | | |
| x | Rielly Self | x | Ambrea Baumgardner, Assistant Dir. | | |
| x | Christian Trombetta, Secr. | | Joyce McCracken, Building Mgr. | | |

Approval of Minutes: The minutes for the meeting of October 18, 2018, were approved. Motion made by Paul to approve the minutes; seconded by Steven. All in favor.

Public Comment: None.

Warm-Up: None.

Unfinished Business: Filming and Photography Policy: Amy is continuing to make adjustments to the policy, and she will have a revised copy available at the next board meeting.

Executive Director Report: As emailed (on file). In the hopes of sharing new resources with the board, Amy featured a "Database of the Month" in her report. She shared information on Transparent Language, which is available for free through the Tennessee Electronic Library (www.tntel.info), and other translation tools, as well as information on Rocket Languages available through Find It Virginia (www.finditva.com).

Paul inquired if Amy could offer a show-and-tell of the TEL website, during the next board meeting. Amy agreed to give the board members a virtual tour of TEL resources, specifically Transparent Languages, at the meeting in January. Additionally, Gloria asked if the library would be offering these databases as workshops. Amy is currently working with the regional libraries to create training opportunities for both staff members and library patrons.

Teen Report: Rielly Self reported the teens have some fun new programs at the library; he said Jaden is doing a great job overseeing the teen library and creating new programs. Jon suggested the board should meet in the teen space one evening, if it's available, and take the opportunity to learn more about the teen programs and Jaden's work with the teens. Gloria also suggested the board could meet in the JCC.

Treasurer's Report: As emailed (on file). Tom reported the library has received a bid from BurWil for construction on the doorway downstairs in front of the reference desk. The bid amounts to approximately \$60,000 to replace and renovate the doorway, including adding a vestibule and rewiring the security gates. The finance committee recommends the bid to the board for approval.

Steven asked to see specifics of the construction on the door, while Christian inquired if visuals were presented with the RFP bid. Jon asked about "3 prongs" of capital improvements mentioned, which Tom explained as the three improvements mentioned in the original RFP. The projects include: renovation of the doorway downstairs, construction of a family bathroom, and design of the middle area downstairs. Since the door was the most pressing, the board agreed to place it in a separate RFP.

After continued discussion, the board decided to vote on the bid recommendation from the Finance Committee. All in favor of accepting the bid from BurWil. Amy stated she will contact BurWil as soon as possible, and she will update the board next month about the timeline for repairs to and renovations of the doorway.

Amy will also be reaching out to the cities regarding the costs of maintenance for the building, which will eventually fall under the purview of the newly formed Facilities Committee. Amy is planning to hold the first meeting of the committee in January. The cities of Bristol, VA, and Bristol, TN, have already appointed a member to meet with the Facilities Committee, but Amy is looking for, at least, two more board members to participate. Jon and Christian agreed to join the Facilities Committee.

Executive Committee: Gloria reported the Executive Committee did not meet; however, the board and the committee are continuing to work with the Friends.

New Business: Fees for Service Policy: Amy presented the Fees for Service Policy to the board for its two-year review. Paul made a motion to approve the policy, Tom seconded; all in favor.

Volunteers Policy: Amy presented the Volunteers Policy to the board for its two-year review. Gloria suggested adding the Foundation for volunteers affiliated with the library, and she also asked who determines background checks and what level of background checks are made. Paul recommended the policy should state who decides on background checks for library volunteers. Christian made a motion to approve the policy as amended, Carl seconded; all in favor.

Calendars: Amy submitted the Bristol Public Library Holiday Closings Calendar and the 2019 Board Meeting Calendar to the board for approval. Steven made a motion to approve the calendars as presented, Carl seconded; all in favor.

Holston River Regional Library Report: As emailed (on file).

Friends of the Library Update: Ambrea handed out brochures for the BPL FOL, as well as reported on the Launch Party for the Friends on November 13. She noted several new members were added to the Friends and she said the Friends are ready for their first meeting on January 21, 2019, at 6:00 p.m. (Although the library will be closed in observance of Martin Luther King Jr. Day, Ambrea will be at the library for their very first meeting.)

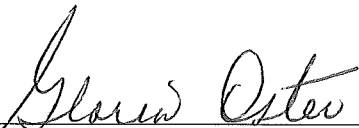
Foundation Update: Frank Goodpasture, a new member of the Foundation, was welcomed to the board meeting. Frank reported the Foundation has not met since the last board meeting, but state the Foundation is doing well.

Department Reports: As emailed (on file). Ambrea reported on some of next month's events, noting she currently has a survey open online for patrons and visitors to vote on their favorite December crafts. The three projects which receive the most votes will be held on different dates in December. More details will be made available online.

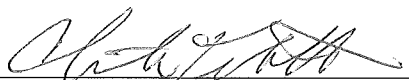
Board Member Reports and Comments: The next board meeting is scheduled for December 20, 2018, at 4:00 p.m. Since the board does not have any pressing policies to review or votes to make, Amy suggested the December board meeting should be cancelled due to its close proximity to the Christmas holiday. Tom made a motion to cancel the December meeting, Steven seconded; all in favor. The next board meeting will be held on January 17, 2019, at 4:00 p.m. at the Bristol Public Library.

Amy noted the Birthplace of Country Music Museum has a new exhibit titled "For All the World to See," a civil rights display that chronicles local issues and individuals. The library also has a display of materials to cross promote with the museum. Amy highly recommended board members, who haven't had the opportunity to see it, check it out before it leaves in January.


The meeting adjourned at 4:52 p.m.



Gloria Oster, President



Christian Trombetta, Secretary



Ambrea Baumgardner, Recording Secretary